

**The
Administrative
Handbook**

APRIL 15, 2005



The Administrative Handbook

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AUTOMATIC CLEARING HOUSE (ACH)

The Automatic Clearing House (ACH) form is used to provide guests and non-FTE employees (i.e., Visiting Fellows, IRTAs, etc.) the ability to have their stipends or reimbursements via mandatory direct deposit into their bank account. It is similar to a Direct Deposit form used for FTE employees.

For Guests

When a professional person comes to perform a service (i.e., talk, consultation, etc.), this person may be reimbursed for his/her services and some expenses such as travel, honorarium, etc. You should check the ADB system to see if they are already in the system and if ACH information already exists. If so, you may prepare whatever paperwork necessary to reimburse them. If they are not in the ADB system, they need to be entered into the EIN system (see EIN tab for further instructions) and forward the completed ACH form to Payroll.

For Non-FTE Employees

For a Non-FTE employee, check the ADB as well to assure that they are not already in the system. If they are not in the system, have them complete the form. For Visiting Fellows and IRTAs, the ACH will be completed at the time they come for their Entry-on-Duty (EOD) appointment. If they provide you with the form prior to the EOD, it should then be given to the Administrative Services Branch (ASB) in Bldg. 31, Rm. 2B-34, for processing.

If they are in the ADB, the EIN must start with a "2" in order to pay them properly. If it does not start with a "2" but is definitely the correct person, contact your Administrative Officer for assistance.

ADMINISTRATIVE DATABASE (ADB)

The Administrative Database (ADB) system is mainly used for the procurement and financial needs of the NIH Community. It is used by scientists, clerical staff, administrative staff, and Central Offices throughout NIH.

The most common functions that are used by NIMH Intramural Staff include such areas as Fellowship Payment System (FPS), Work Requests (WR), Procurement Requests, Stock Requests,

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ADMINISTRATIVE DATABASE (ADB) (cont.)

Telephone Requests, Key/Lock Requests, Photography, Medical Illustrations, Graphics, and Purchase Card Requests. You should find some of these areas described in this handbook or on the NIH Website

The ADB is accessed through the DELPRO software (see the DELPRO section of this guide for further information on this software). To get started, it is necessary for you to obtain an ID and password for WYLBUR from the Account Sponsor in your area. Each Lab/Branch has their own CIT account for billing purposes. (If you are a secretary or administrative support staff, you should use the Administrative Offices CIT account.) If you are obtaining access to the Lab/Branch's CIT account, you will need to find out who is the account sponsor in order to obtain an ID and password.

Next, you will need access to the NODE that your Lab/Branch functions in. Once you have received WYLBUR access, you need to contact your Administrative Officer to obtain another set of initials and password for access to the ADB system.

For more detailed information and step-by-step instructions, view the following website: <http://cit.nih.gov/deca/adb/html>. Also available is the DELPRO Hotline 301-496-0400. For regulation purposes and the do's and don'ts of purchasing, view the NIMH Procurement Guide (contact the NIMH Purchasing Office) or the NIH DELPRO Acquisitions Handbook on <http://www.olao.od.nih.gov/>.

ANNUAL REPORTS

Each Principal Investigator (PI) (Tenured and Tenure Track Investigator) is required to submit an Annual Report electronically at <http://intramural.nih.gov/reports/> for each research project. Lead Investigators (LI) (i.e., Staff Scientists/Clinicians) may request projects, edit projects and submit them. However, they must designate a "responsible" PI, who will become the PI of record for that Annual Report. That PI will review (and edit, if necessary) the report before submitting it to his/her Annual Report Approver. Research Fellows and Clinical Fellows do not submit annual reports.

The Annual Report is to cover the period from October 1 to September 30. If a project began after October 1, an Annual Report must be submitted with the inclusive dates.

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ANNUAL REPORTS (cont.)

The Annual Reports are used in indexing the database for CRISP (Computer Review of Information on Scientific Projects) and the NIH Intramural Research Index. Keep them at the level of specificity one would employ in writing an article for a general scientific audience rather than for one's scientific peers; each report should be no longer than 7900 characters.

Before submission of the Annual Report, bibliographic data is required, the Annual Report may not be submitted without this data. PIs/LIs are required to confirm that the bibliographic data associated with the report is correct. If no publications are listed, please verify that there are no publications.

If you are a new user, please go to the website above, click "New Project"; this points you to a form that e-mails information to the Annual Report Coordinator for your Institute/Center, who must set you up using the data provided. If additional information or help is needed, please contact the Annual Report Coordinators, Maxine Steyer or Kesha Cotton, at 301-496-4183.

AWARDS

The purpose of the NIH Employee Awards Program is to fairly and equitably recognize and reward individuals and groups for excellence in service to the overall mission of NIH and the mission of its individual components. This program provides various means of demonstrating, through monetary and non-monetary recognition, the high value NIH sets on Government employee contributions and achievements that enhance organizational goals and objectives, and improve organizational quality.

Eligibility for awards under this program varies with the type of award. Awards may be given to individual Government employees or groups of Government employees. With the exception of Quality Step Increases, employees are not limited in the number or types of awards they may receive or the frequency with which they receive them. However, employees may not receive more than one monetary award for the same activity. For more information, please see NIH Manual Chapter 2300-451-1. Nominations should be submitted through the Lab/Branch/Section Chief, through the Administrative Office and to the Scientific Director's Office. If you have any questions, please contact your Administrative Officer or the NIMH/DIRP Awards Coordinator, Maxine Steyer, at 301-496-4183.

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BOARD OF SCIENTIFIC COUNSELORS

The Board advises the NIH Director, the NIH Deputy Director for Intramural Research, the Institute Director, and the Institute Scientific Director concerning the Institute's intramural research programs through periodic visits to the Labs/Branches to assess the research programs progress and evaluate the productivity and performance of principal investigators. For more information see the following websites:

<http://www.nimh.nih.gov/bsc/advis.htm> (Advisory Board)

http://intramural.nimh.nih.gov/od/od_board.html (for NIMH BSC Roster)

<http://intramural.nimh.nih.gov/od/index.html> (for NIMH Scientific Director)

BUDGET

The Budget Office of the NIMH Intramural Research Program is responsible for the financial planning, budget, financial policy analysis, and fiscal administration. This office provides leadership and coordination of financial planning activities, including counsel on appropriate policies and procedures relating to fiscal resource management. In this capacity, this office develops and maintains relevant databases, provides analyses of policies and programs, assists in the determination of DIRP priorities, and in the development of strategies designed to achieve these priorities. The Budget Office's responsibilities include financial oversight, developing and maintaining the Lab/Branch/Section operating budgets, special studies, and reviews of programs and operations as necessary to enable the Scientific Director and Lab/Branch/Section/Unit Staff and research administrators to fulfill their responsibilities in these areas. Specific responsibilities include:

- Appropriated Funds (formulation, maintenance)
- Awards (preparation of annual award budgets, review and approve throughout the year)
- Gift Funds (Conditional and Unconditional)
- Cooperative Research And Development Agreements (CRADAs)
- Patent & Royalties Funds
- Reimbursables
- InterAgency Agreements/ MOUs/direct citations/funds exchanged with other Institutes
- Renovation Tracking
- Cyclical Activities (appropriation, apportionment, Lab/Branch/Section/Unit allocations)

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BUDGET (cont.)

- FTE Tracking
- Report Distribution
- Expenditure Reports (regular, with estimates, gift funds)
- Financial Database Management (VSOE, NBS, NIH Business System, Data Warehouse)
- Ad hoc report preparation
- CAN/Accounting change requests and new CAN requests.

At the beginning of each fiscal year, Lab/Branch/Section/Unit Chiefs will receive a memo from the DIRP, NIMH Budget Officer detailing the budget allocation for the fiscal year. The Administrative Officer will send out periodic budget reports detailing expenditures and balances throughout the fiscal year. Contact your Administrative Officer (AO) to request budget reports or if you have any questions or concerns regarding your budget. Any requests for additional financial resources must be made in writing and forwarded through the Administrative Officer, Budget Officer, and to the Scientific Director for approval. For more information or questions you may call 301-496-2985

COMPUTER SUPPORT

The Computer Support Group is available to help you with any computer setups you may require such as e-mail, applications, network connectivity, or computer problems. Contact the Help Desk at 301-496-HELP for more information or any questions.

CONFERENCE CALLS

The website below will provide the instructions for MCI conferencing using the NIH Operator Services. In addition, contact NIH to obtain an MCI account at 301-594-9466.

http://www.cit.nih.gov/dnst/dnstweb/audio_conferencing.html

CONTRACTS/AGREEMENTS

The Contracts and Agreements Office (CAO) is responsible for the management and control of all NIMH DIRP personnel contracts, Inter-agency/Intra-agency Agreements, Memorandum of Understanding (MOUs) and Direct Citation Agreements. This office maintains a central repository for all agreements and personnel contracts. The CAO is responsible for the initiation and renewal of all agreements and personnel contracts. In this capacity, the office is

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CONTRACTS/AGREEMENTS (cont.)

instrumental in the negotiations, preparations, monitoring, and policy interpretation pertaining to personnel contracts agreements. Personnel contracts include the management of the Department of Treasury/Fed Source Interagency Agreements which provide a major contract staffing program. The CAO prepares and maintains files and reports as deemed necessary to monitor all agreements and contracts. All contractor NED inputs is completed by this office. Identification badges and parking requests for contract staff are processed in the CAO. This office is located at 5435 Fisher Ln., Suite 1400 and you may contact Ms. Linda Jensen via telephone at 301-435-7526.

COOPERATIVE RESEARCH AND DEVELOPMENT AGREEMENTS (CRADA) AND MATERIAL TRANSFER AGREEMENTS (MTA)

WHEN TO USE CRADAs AND MTAs:

A CRADA provides an exciting opportunity for NIH investigators to join with their colleagues from industry and academia in the joint pursuit of common research goals. Government scientists can leverage their own research resources, as well as serve the larger mission of NIH by facilitating the development and commercialization of health-care pharmaceuticals and products. Companies also can leverage their own Research & Development efforts while collaborating in state-of-the-art NIH research. The purpose of a CRADA is to make Government facilities, intellectual property, and/or expertise available for collaborative interactions and to further the development of scientific and technological knowledge into useful, marketable products. Because issues involving patent rights lie at the heart of technology transfer, written CRADAs or MTAs should be considered for any outside collaborations and/or exchange of materials between NIH, industry, and academia. Each NIH Institute/Center (IC) has a Technology Development Coordinator (TDC) who should be consulted at an early stage of collaboration by the company and the NIH investigator to assist in identifying and developing the proper documents and obtaining the required approvals. The NIMH TDC can be contacted at 301-496-8826.

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CRADAs AND MTAs (cont.)

PURPOSE OF A CRADA OR MTA?

Purpose of a CRADA: A CRADA generally is utilized when a cooperative R&D project between the NIH and a scientist from the private sector is contemplated; when the exchange of material and/or research and development collaboration takes place over a substantial period of time; when staff or equipment is to be supplied by one or more parties; or when the industrial partner contributes funding or requests the granting of intellectual property rights. A CRADA may also be necessary in instances where a company is providing an otherwise non-available material to the NIH and requests the transfer of intellectual property rights in the result of associated research. The model MTA specifically addresses this issue and recommends the use of a CRADA for exchange of unique research materials only, therefore providing a mechanism for securing intellectual property rights.

Purpose of an MTA: An MTA generally is utilized when any proprietary material and/or information is exchanged, when the receiving party intends to use it for his/her own research purposes, and when no research collaboration between scientists is planned. Neither rights in intellectual property nor rights for commercial purposes may be granted under this type of agreement. MTAs define the terms and conditions under which the recipients of materials, provided by either the NIH scientist or the other party, may use the materials. Included in the MTA are the requirements that the materials be used for research purposes only and that the materials cannot be used in human subjects. The NIH also requires that all materials received by their scientists originating from humans must adhere to Chapter 45 CFR 46, Protection of Human Subjects.

Copyrights, Patents and Royalties: The NIMH TDC is also the point of contact for copyright agreements, Employee Invention Reports (patents), Inventor Awards (royalties) and other formal collaborative research agreements such as the Memorandum of Understanding (MOU) and Clinical Trial Agreement.

For additional information visit the website at: <http://intramural.nimh.nih.gov/techtran/> or <http://ttb.nci.nih.gov/>.

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CREDENTIALING

All clinical staff involved with patient contact must be credentialed. Clinical privileges are to be issued to candidates after their application for membership or Active Medical Staff has been approved. Applications are initiated by the Branch Chief/Section Chief and processed through the Institute Clinical Director's Office. (Bldg. 10, Rm. 6-5340, 301- 496-4588.)

Application forms and instructions are available from the Credentials Coordinator in the NIMH Clinical Director's Office. The Credentials Coordinator will explain and assist the candidates in preparing all documentation to obtain privileges. For further information, visit the CC website <http://push.cc.nih.gov/policies/PDF/M90-5.pdf>.

CUSTODIAL CODES (CC)

Custodial Codes (CC) are five digit numbers that are assigned to each Lab/Branch/Section/Unit. The purpose of these codes is for the accounting of Government property within a specific area. The Property Custodial Officer (PCO) is the employee responsible for assigning and maintaining records of all the CC's within his/her Institute. The CC's are used in various Administrative Database (ADB) functions so it is important to know the CC's associated with your area. If you have any questions or need to obtain this information, contact your Administrative Officer, 301-496-4271.

DELEGATED PROCUREMENT PROGRAM (DELPRO)

NIH supports the small purchasing needs of its research programs through a system called the Delegated Procurement Program (DELPRO), the Division of Procurement (DP), and various "decentralized" procurement offices. DELPRO is the tool for the Institutes to procure the goods and services that are needed for biomedical research, and to track the status of these goods and services.

EMPLOYEE EXPRESS

Accessing Employee Express:

In order to access Employee Express, you need your Social Security Number (SSN) and Employee Express Personal Identification Number (PIN). PINs are mailed to new employees about two weeks after the employee enters on duty. PINs can also be requested online. If you lose your PIN, a replacement can be obtained by calling the OPM-Macon Help Desk at 912-

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EMPLOYEE EXPRESS (cont.)

757-3030 and choosing the PIN option. For security reasons, the Help Desk will not issue and mail a new PIN to any other address than the official one on file. Please ensure that your servicing personnel-payroll office has your current mailing address on file. Once you have a PIN, it can be changed online. It is highly recommended that you change your PIN to something easy to remember and safeguard it against unauthorized access and use.

Employee Express can be accessed by touch-tone phone or touch-screen kiosk and through the Internet (<http://www.employeeexpress.gov/emain.htm>). For security reasons, cellular phones are not recommended.

Employee Express Transactions:

A variety of discretionary personnel and payroll transactions (e.g., changes to Financial Allotments, Health Benefits, Thrift Savings Plan, Direct Deposits, Federal and State Taxes, Home Address, and Savings Bonds) can be performed.

Assistance Using Employee Express:

Help information is always available when using Employee Express. In addition, you can call the OPM-Macon Help Desk, which is available Monday through Friday between 7 a.m. and 7 p.m. EST, 912-575-3030. At other times, a message may be left and someone from the Help Desk will return your call.

Questions concerning specific personnel and payroll information, should be directed to the servicing personnel-payroll office.

<http://www.employeeexpress.gov/emain.htm>

EMPLOYEE IDENTIFICATION NUMBER (EIN)

The Employee Identification Number (EIN) is a number that allows NIH to uniquely identify various vendors, employees, contractors, volunteers, and fellows for payment purposes. The first number of the EIN identifies whether they are permanent employees (5) or not (2). The rest of the numbers are the unique identifier of a vendor (tax ID number) or an individual (Social Security Number). In order for electronic payment to occur, the company or individual must be entered into the ADB system. To see if an EIN exists, utilize the Vendor Alpha Search (VAS). See the VAS section for further instructions.

Instructions for utilizing the EIN

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FACILITY PROGRAM MANAGEMENT

The NIMH IRP Facilities Program Specialist (FPS) has been delegated authority as the single point of contact for all IRP renovations. The name, phone number, and the location of the FPS (Stephen Tong, Bldg. 31, Rm. 3B59, 301-403-5941) must be on all DELRPO Work Requests regardless of the source of funding.

The FPS is the NIMH's liaison with the NIMH Property Manager. In addition, the FPS communicates with NIH's Division of Public Safety, Division of Safety, and NIH's Office of Research Facilities Development and Operations (ORFDO) on facilities operation issues such as snow removal, security and property thefts, flood damages, power outages and red alert emergencies.

Renovation Requests

Renovations at NIH/NIMH are conducted under the policies and procedures set forth in the NIH Design Policy and Guidelines.

The FPS can meet with individual laboratories to discuss renovation needs before a Work Request entry. The FPS can help develop a Scope of Work and a Cost Estimate for the renovation. The FPS can also provide advice on OSHA regulations, planning, scheduling, phasing, property surplus, laboratory clearance procedure, handicapped accessibility, fire safety, security, telecommunication, LAN, computing requirements, etc., and other requirements for the renovation.

The FPS will serve as the technical field representative of the Laboratory, make periodic site visits, attend meetings to resolve problems as required during a renovation.

Renovations that need to be funded by the Office of the Scientific Director (OSD) must be preapproved by an authorized fiscal official representing the OSD. Preapproval can be done via a formal Request of Funding memorandum to the OSD. A cost estimate must be indicated on the Request for Funding memorandum. A specific CAN number has been designated for renovations sponsored by the OSD. Please contact your Administrative Officer (AO) or the FPS for guidance.

Once a renovation project has been entered into the DELPRO system as a Work Request, the AO of the representative laboratory will notify the FPS for a review prior to print approval.

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FACILITIES PROGRAM MANAGEMENT (cont.)

The FPS advises the AO to approve or disapprove each Work Request. Please contact your AO or the FPS for a justification or an explanation of the Work Request that was disapproved.

FELLOWSHIP PAYMENT SYSTEM (FPS)

The Fellowship Payment System (FPS) provides the NIH Institutes and Centers (ICs) a means for documenting and paying fellowship training awards for Non-FTE fellows (all IRTA Fellow categories and Visiting Fellows). Information entered into the system affects the amount of a stipend payment, where that payment is to be sent and Fellow's health insurance status.

The FPS tracks each Fellow's training experience at NIH from its inception to its conclusion (termination). Throughout this award period, the FPS program affords ICs the flexibility of making changes to individual awards that would affect the stipend payment. Actions that may be recorded are: personal data changes such as address or name change; stipend changes, such as annual increase, specialty allowance or supplemental support from an outside source; health insurance changes, such as choosing a different plan, or changes in training status, such as absences, transfers, and renewals. Most importantly, the FPS program mandates that a certification process takes place each month before the stipend payment will be issued to the Fellow, and that the Fellow will be paid in arrears (after work is performed).

Lab/Branch Admin Support responsible for inputting and maintaining certain data must take the mandatory training at [Website ???](#)

Visit the FPS website for the most up-to-date information:

<http://www.isb.cit.nih.gov/felpaysysguid.htm>

IDENTIFICATION BADGE

Employees must first complete a NED form and submit it to their Administrative Officer (AO) . The AO will enter the information into the system and authorize the issuance of an ID Badge. Once authorized in NED, NIH IDs are issued Monday through Friday between 7:30 a.m. to 4:00 p.m. at the NIH Parking Office, Bldg. 31. Rm. B3B04. The individual should bring a picture ID (a valid driver's license, passport, or college ID). New identification badges are also issued outside the Credit Union Office on the first floor of Bldg. 31.

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IDENTIFICATION BADGE (cont.)

Lost or stolen identification badges must be reported to their AO who will update the NED System to indicate the status of the ID badge and authorize a new badge to be issued. Employees requiring a renewal of their ID badge must first have their Administrative Officer update the NED System. Once this is completed, employees may renew their IDs by presenting their current expiring ID along with a picture ID.

Upon separation by retirement, resignation, etc., the ID must be turned into the Administrative Office for clearance purposes. See your AO for details.

New and renewal IDs for contract employees are processed through the Contracts and Agreements Office, Bldg. 31, Rm. 3B-59, 301-435-7526.

INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS)

The Integrated Time and Attendance System (ITAS) was developed to address Government timekeeping needs in an efficient and flexible manner. ITAS operates on a timekeeping exception basis, meaning that employee timekeeping data only needs to be entered into the system if it differs from what has been defined as the employee's default tour of duty.

Please visit the website at <https://itas.nih.gov> for more information.

Rules for the Following Employee Types:

KEY/LOCK WORK REQUESTS

Requests for keys for new employees, replacement keys, lock installation, and cylinder changes, are entered through the ADB system by the Lab/Branch/Section/Unit administrative staff and forwarded to the AO for approval. Once approved by the AO, the request is electronically forwarded to the NIH Locksmith for processing. Keys must be picked up within 30 days of notification or else the request will be cancelled. Please notify your AO or Facilities Program Management Officer for each lock and key request associated with a renovation.

For detailed instructions for entering key/lock requests, please see the following web site:

<http://www-isb.cit.nih.gov/dbaslock.htm>

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The NIH BUSINESS & RESEARCH SUPPORT SYSTEM

The NIH Business and Research Support System (NBRSS) is the combination of the NIH Business System (NBS) and the Enterprise Human Resources and Payroll System (EHRP). The NBS replaces selected administrative operations of the legacy Administrative Database and the EHRP will replace the human resources system currently used by the Department of Health and Human Services (DHHS) and its Operating Divisions. The implementation of these Enterprise Resource Planning systems created an integrated database that promotes data sharing and provides information in "real time", providing more efficient administrative support to achieve NIH's scientific mission.

<http://nbs.nih.gov>

THE NIH ENTERPRISE DIRECTORY (NED)

What is the NED?

The NIH Enterprise Directory (NED) is a database containing "white pages," or locator information for all NIH workers including FTEs, Contractors, Fellows, Volunteers, and Visitors. General users will be able to search the directory via the web to lookup information such as work phone number, building and location, SAC Codes, and e-mail address. Administrative Officers (AOs) and Administrative Technicians (ATs) will be responsible for adding or "registering" new staff in the NED and making changes to existing entries. NED entry of all contract staff is completed in the Contracts and Agreements Office, Bldg. 31, Rm. 3B59, 301-435-7526. As part of the registration process, staff will be assigned a unique ten digit NIH ID number. In future phases, the directory will associate NIH facilities and services (e.g., ID badges, parking, library services, keys, accounts) assigned to an individual and integrate Institute/Center (IC) specific applications.

Benefits of NED

The directory provides one single authoritative source for people locator information at the NIH. It will streamline the registration process for new workers by reducing paperwork and the redundant entry of information into multiple systems. It facilitates deregistration by making it easy to reliably identify all resources associated with an individual (IDs computer accounts, keys, etc.)

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THE NIH ENTERPRISE DIRECTORY (NED) (cont.)

Logging on to the NED

In order to access the NED user interface via the web, Administrative Officers/Administrative Technicians (AOs/ATs) must first be authenticated and authorized to perform various functions such as adding new entries to the directory and updating entries for existing people. With respect to any of these activities, AOs and ATs are restricted to working with people in their own Institute/Center (IC) for who they have been assigned SAC coverage. <https://ned.nih.gov/> or on the NIH Portal <http://my.nih.gov>

NIH INTEGRATED TRAINING SYSTEM (NIHITS)

The NIH Integrated Training System (NIHITS) is an electronic database system used by NIH staff to create training nominations, electronically route them for approvals and fund obligations. It interfaces with the Administrative Database System (ADB) and the Central Accounting System (CAS) as well as other NIH systems.

All training requests must first be approved by the staff's supervisor on a NIHITS Approval Nomination Form and the approved nomination form should be forwarded to your AO.

The AO has authority to approve training nominations up to \$2,500. Any requests over that amount are forwarded by the AO through the Associate Director for Administration, to the NIMH Executive Officer for final approval.

Any requests for training through Colleges or Universities (excluding FAES) must also have prior approval by the Associate Director for Administration, DIRP, NIMH. A memo outlining the course, the cost, and justification for the course must be sent through the AO and to the Associate Director for Administration for approval. Once approval is obtained on this memo the nomination is handled the same as other nominations.

Please Note: All requests for training must be submitted and approved prior to the start date of the class. Any nomination submitted after the start of the class is considered an unauthorized procurement and will not be approved. Once the nomination form is signed, the training nomination is then entered into the NIH Integrated Training System (NIHITS).

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NIH INTEGRATED TRAINING SYSTEM (NIHITS) (cont.)

Contact your Administrative Officer regarding NIHITS account access. The first time you enter into the system, you will have an arbitrary password. It is suggested that you change your password upon the initial entry into the system and every six months thereafter.

To change the password, click on change password, it will take you to the next screen. Type in the information it prompts: Current Password, New Password, Verify Password. Click on submit. A prompt should appear that says "Your password has been changed." To continue in the NIHITS program, select from the Main Menu that appears on the left hand-side of your screen. This will allow you to enter in a training nomination.

For detailed instructions and more information, visit the website
<http://nominate.od.nih.gov/html/learn.html>.

ORDERING PROCEDURES

Only Federal Government Employees may order and receive goods and services. Please note that Special Volunteers, Guest Researchers, Contractors, are not official Government Employees.

UNAUTHORIZED PURCHASES: DO NOT ORDER ANY ITEM OR REQUEST MAINTENANCE SERVICES ON EQUIPMENT WITHOUT CHECKING WITH YOUR SENIOR INVESTIGATOR AND INFORMING YOUR ORDERING OFFICIAL. Unless the order is approved by your Procurement Agent, you may not be able to be reimbursed. If an order is placed **PRIOR** to this approval, you may be held financially responsible.

1. Ordering Forms: All orders, except those for animals and media, must be filled out on an NIH-1861-1 "Requisition Worksheet". Provide the date submitted, your name printed, signature, building, room number, phone number, Lab/Branch, CAN number, date needed ("ASAP" is not adequate, please provide a realistic date), vendor name and phone number, requested items, catalog numbers, justification, and internal approval signature (usually the Lab Chief). Contact your Lab/Branch Secretary or your Procurement Agent (PA).

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ORDERING PROCEDURES (cont.)

2. Ordering Sources: Sources for all orders should be checked in this sequence:

- a. NIH Surplus Property;
- b. NIH Stock Catalog -- available in your Lab/Branch area; NIH Self-Service Store
- c. UNICOR;
- d. Blind and Handicapped;
- e. FSS BPA;
- f. Open Market

3. Justifications:

- a. All purchases of \$2,500 or more must be competitive. You must consider three (3) sources and obtain three (3) quotes;
- b. All emergency orders require a justification;
- c. All personal appeal items require a justification AND clearance. Such items include fans, ladders, calculators, cell phones, etc.;
- d. All items stocked by NIH and ordered from an outside source require justification (e.g., chemicals, glassware, etc.);
- e. If Automated Data Processing (ADP) hardware or software is being ordered. The need for ADP hardware or software must be justified.

4. Controlled Substances: A few controlled substances are in the NIH Stock; whatever the source, note clearly on the ordering form that the item is a controlled substance. Order forms can be downloaded from the NIH website by searching "Manual 1385". These forms and/or orders must be sent to the NIMH Controlled Substance Program Coordinator (Dr. Miles Herkenham or Dr. Sanford Markey) for approval PRIOR to the order being placed. PAs cannot order controlled substances. Regulated chemicals that are available in Stock are not subject to ordering restrictions.

5. Dry Ice: To receive next-day shipments of dry ice in your laboratory, place an order on a separate NIH-1861-1. These orders must be entered into the DELPRO system before 3:00 p.m. to get next-day delivery. Dry ice is listed in the Stock Catalog under Animal Food and Bedding. This order is processed by the Lab/Branch Secretary.

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ORDERING PROCEDURES (cont.)

6. Book Orders: Fill out an NIH-1861-1 providing the following information: title, author(s), ISBN number, and current list price. This order is processed by the Procurement Agent (PA).

7. Manuscripts and Abstract Processing Fees: When a publisher requires a processing fee, give your PA a copy of the title page, the name of the journal, manuscript number, and the amount of the processing fee. This information should be entered on the NIH-1861-1 form.

8. "Reprint and Manuscript Publication Cost Order" is used for purchase of reprints without covers and manuscript publication costs. In the ADB system, these orders should show two line items - one for the cost of the reprints without covers, and one for related manuscript publication costs. While there is no limitation to the amount per line item, the sum of the two line items shall not exceed the \$10,000 maximum reprint limit. When a Reprint Order Form has been received from the publisher, fill in only the title, authors names, number of copies requested, and indicate the number of pages. Give the form (as soon as you receive it, not the day you want to mail it) to your PA who will complete it and return the original to you to be mailed with your proofs.

9. Repair of Scientific Equipment Order" is used for repair of scientific equipment which is not covered by a maintenance contract, the NIH Rental Program (SERP) or cannot be repaired by the Scientific Equipment and Instrumentation Branch (SEIB), ORS. The SEIB website is <http://seib.od.nih.gov>.

The DELPRO "Repair of Scientific Equipment Order" ("R" order) is used to place repair orders and obligate funds not in excess of \$2,500. To request an "R" order, fill out a NIH-1861-1 with the Senior Investigator's approval and give to your PA. Provide the manufacturer, model number, property number, custodial number, location, and description of the problem.

10. Receiving: THIS IS VERY IMPORTANT. Without the signed and dated packing slip, payment to the vendor cannot be made. If NIH does not make payment within 30 days, your Lab/Branch must pay interest. When an order has been received:

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ORDERING PROCEDURES (cont.)

- a. Check the packing slip against the material received;
- b. If the order is correct, please write your name, signature, title, building, room number, phone number, and date on the slip;
- c. On the same day, place the packing slip in the box provided by your Lab/Branch or give directly to the Procurement Agent (PA);
- d. If there is no packing slip, advise your PA in writing by providing the same above information and indicating the items received as well as the company. If possible, also include the Purchase Order Number or a label from the package.

11. Problems with Orders: If you find that the item you ordered is damaged or that the wrong item has been sent, notify your PA. When you receive a damaged box or container and you are sure your order is damaged before you even open the box, you may refuse to accept the shipment. Any return shipments will be handled by the PA.

12. Shipping:

Federal Express is the only carrier that can be used for domestic deliveries. This is limited to items under 150 lbs., non-hazardous materials (incl. dry ice) and limit of 100 lbs. per airbill. Federal Express forms and envelopes are available in your Lab/Branch Office (for official business only). If your package does contain dry ice, it must be packed by a trained employee of NIMH or sent to Bldg. 13 for shipment. Each Lab/Branch located in Bldgs. 36 and 49 should have a trained employee who is required to handle this function and they may use Federal Express. Those in Bldg. 10 must send their packages to Bldg. 13.

Building 13 - All items which cannot be shipped by Federal Express, or International Shipments, must be shipped by NIH Transportation in Bldg. 13. Packaging is available by the Shipping Office. Contact them directly at 301-496-5921 for details. If you choose to package the items yourself, they must be packed in a box strong enough to withstand rough handling, must be sealed securely, and must have an address label. Same-day delivery is available if the package is delivered to Bldg. 13 before 1:00 p.m. (there is a fee-for-service). Provide the office with the following information on an NIH-1884 "Request for Shipment" form:

1. Ship to address
2. Contents of box (itemize everything for foreign shipments on a commercial invoice);
3. Estimated dollar value of contents

The Administrative Handbook

ORDERING PROCEDURES (cont.)

4. Date it must arrive at destination. Your office will prepare the paperwork and arrange pickup from your laboratory. **REMEMBER THAT ANIMALS, BIOLOGICAL PRODUCTS, AND HAZARDOUS ITEMS REQUIRE SPECIAL PROCESSING AND PACKAGING.** Check with your supervisor, and in the case of animals, contact the Animal Program Director (APD).

c. Crating - If you are shipping something that needs to be crated before shipment, submit a DES work request for the construction of a crate.

13. Work Requests:

a. For modification to a laboratory - The work must be requested in writing and approved by your Senior Investigator. The Work Request (WR) should contain a brief description of the work needed, building, and room number in which the work is to be done. Your Lab/Branch Office will enter the request in the ADB system. Such work is handled by the Division of Engineering Services (DES), NIH.

b. Instruments and Fabrication Request - This is for sheet-metal, plastic, glass, and electronic fabrication. This also should be requested in writing with necessary diagrams provided and approved by your Senior Investigator. They are entered in the ADB system by the Lab/Branch Secretary. These requests are handled by the Biomedical Engineering and Instrumentation Branch (BEIB).

c. Work Requests should be done on the Lab CANs. To use the Institute CAN, prior approval is required in writing from the Scientific Director, Associate Director for Science, or Associate Director for Administration.

14. Use of Self-Service Store Charge Card: Each Lab/Branch has a unique charge card. Only designated individuals are authorized to use the card in the Self-Service Store. The store receipt must be signed by your Senior Investigator with the date and total cost for each trip to the store must be entered into the Laboratory log book. The original receipt for the purchase should be kept by the card custodian for three years. **THE USE OF THIS CARD FOR PERSONAL ITEMS IS STRICTLY ILLEGAL AND USUALLY MEANS DISMISSAL IF VIOLATED.**

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ORGANIZATIONAL CODES (ORG CODES)

Organizational Codes are the codes used to identify each Institute or Center (IC). It is further identified to Extramural or Intramural, the Office, Lab/Branch or Section within each IC. For the NIMH Division of Intramural Research Programs (DIRP), the Org Code is HN76. Each Office, Lab, Branch, and/or Section's Org Code starts with HN76 for the DIRP. This code is used in various aspects of the NIH processing such as payroll and with work requests. The "H" represents Public Health Service, "N" represents NIH, 76 represents NIMH, and the remaining code(s) represents the individual Offices, Labs, Branches, and/or Sections within NIMH.

As a new Office, Lab, Branch, or Section is identified, a new Org Code is developed to identify that entity within DIRP, NIMH. This process is handled in the Scientific Director's Office. If you have any questions on an Org Code, please contact your Administrative Officer.

PARKING PERMITS

Annual Parking Permits

To obtain an NIH parking permit, employees must present (to the Parking Office, Bldg. 31, Rm. B3B04, between 7:30 a.m. and 4:00 p.m.) a valid NIH Identification Card (ID), valid registration certificate (or copy) for each vehicle (maximum of 3), and a valid driver's license. Upon presentation of the required identification, as well as your NIH address and telephone number, you will be issued a parking permit. Each vehicle parking on the NIH campus or at any of the NIH rental buildings, excluding visitors' vehicles, must display a mirror hanger permit.

Summer Intern Parking

Summer Interns are prohibited from parking on the main campus during their appointment. They are provided a temporary parking permit that enables them to park at the Mid-Pike Plaza commuter parking lot which is located approximately 2 miles north of the NIH Campus on Route 355. Shuttle service is provided to and from the Medical Center Metro Station on a regular basis. Shuttle services are provided from 6:30 a.m. to 7:30 p.m., Monday through Friday, excluding holidays.

Parking in excess of 24 hours

An NIH employee requesting to park a vehicle on the NIH enclave in excess of 24 hours while on official Government travel must have the approval of the NIH Police. Employees must go to the Police Branch (Bldg. 31, Rm. B3B17) and present a copy of the official travel order, car

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PARKING PERMITS (cont.)

registration and NIH ID. Contact the Police at 301-496-5685 for further information.

Visitor Parking

Visitor parking has been consolidated into four attendant-assisted parking areas: Natcher Bldg. temporary lot, the top levels of Multi-level parking garage 8 (MLP-8), part of lot 4A and the P3 level of the Bldg. 10 ACRF garage.

Contractor Parking

The Contractor must bring a valid memorandum, on Company letterhead, with the following information:

- Name of Contractor Employee
- Company Name
- Institute/Center Contractor is working for
- NIH Project Officer Name & Telephone Number
- Work Location (Building & Room)
- Work Schedule (days/times)
- Phone Number (Company & NIH Phone)
- Brief description of duties
- Statement from authorizing official (AO) that the individual is eligible to receive a permit
- Signature of AO

Memorandum should be addressed to Director, Division of Public Safety, ORS 301-402-7433. After memo is received, The Contracts and Agreements Office (Bldg. 31, Rm 3B59, 301-435-7526) will issue a NIH-2788-2 "Request for Campus Parking Permit for Contract Employees.

NIH Ridefinders Network

In an effort to help ease traffic congestion, decrease pollution, and reduce the stress associated with the daily trip to and from work, the NIH offers a free Carpool and Vanpool Matching Service, the NIH Ridefinders Network, through the Employee Transportation Services Office (ETSO).

Benefits associated with sharing a ride include: Close-in carpool parking lots that are reserved until 9:30 a.m.; reserved parking space for registered vanpools in the lot of their choice; use of HOV traffic lanes; qualifying for the "Guaranteed Ride Home Program" sponsored by the

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PARKING PERMITS (cont.)

Service, the NIH Ridefinders Network, through the Employee Transportation Services Office (ETSO).

Benefits associated with sharing a ride include: Close-in carpool parking lots that are reserved until 9:30 a.m.; reserved parking space for registered vanpools in the lot of their choice; use of HOV traffic lanes; qualifying for the "Guaranteed Ride Home Program" sponsored by the Metropolitan Washington Council of Governments; monetary savings on gas, insurance and vehicle wear and tear.

To locate other riders in your area who are interested in sharing a ride, complete the NIH Ridefinders Network application available at www.nih.gov/od/ors/dps/cpb/etso/ridefind.htm and mail to ETSO, Bldg. 31, Rm. B3BA8, or by fax at 301-480-0854.

For additional parking information: call 301-496-6851 or visit Bldg. 31, Rm. B3B04.

PERFORMANCE APPRAISAL PROGRAM

The NIH Performance Appraisal Program Plan applies to all GS/GM, FWS, ST/SL, AD, SES and SBRs employees and is effective upon signature. At NIMH, the performance appraisal process is directed at improving individual and organizational effectiveness in order to accomplish the Institute's mission and goals. To be eligible for a performance rating, an employee must have worked under a performance plan for at least 120 days. Employees will be rated annually on a calendar year basis (January- December), except for SES or equivalent will be rated on a fiscal year basis (October-September).

Performance contract/appraisal is the process by which individual and organizational goals are communicated to the employee. The process identifies individual and team accountability for accomplishing organizational goals; evaluates individuals and organizational performance; discussions about performance between supervisors and employees, which result in proposing improvements as needed; and using the results as a basis for appropriate personnel actions.

Performance management is the shared responsibility of employees and managers. It provides a mechanism for establishing an individual performance with clear goals and expected outcomes,

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PERFORMANCE APPRAISAL PROGRAM (cont.)

monitoring performance and providing feedback, developing skills by providing opportunities to the employee, evaluating performance, and rewarding outstanding contributions with recognition and awards.

Performance Coordinator: Maxine Steyer, Bldg. 10, Rm. 4N-222, 301-496-4183

Websites:

<http://www1.od.nih.gov/oma/manualchapters/person/2300-430-1>

(NIH Manual Chapter on Performance Appraisal Program Plan)

NIMH Intranet site:

<https://intranet.nimh.nih.gov/yellowpages/perform.htm>

Includes additional information on the Performance Appraisal Program. This site includes a link to the appropriate form NIMH-020 Individual Performance Plan.

<http://hr.od.nih.gov/PerfMgmt/SES/default.htm>

(For more information on Senior Executive Service (SES) and Title 42 personnel.)

PERSONNEL

NIMH has a variety of mechanisms to hire individuals and support training opportunities for Fellows. The Division of Intramural Research Programs (DIRP) has developed a Personnel Handbook designed to explain each of these mechanisms in detail from the requirements for eligibility to the documentation required for each personnel package. Please reference this Handbook on the NIMH Website @ [ADD LINK WHEN FINISHED](#) or contact your Administrative Officer for assistance.

For Full-Time Employees (FTE):

Permanent

- Career/Career Conditional
- Temporary/Term/Title 42 Appointments
- Special Expert/Consultants
- Student Appointments

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PERSONNEL (cont.)

For trainee positions, there are both FTE appointments and Non-FTE appointments as well as Foreign and Domestic appointments:

Foreign

FTE

- Research Fellow (VP)
- Clinical Fellow (VP)

Non-FTE

- Visiting Fellow
- Supplemental Visiting Fellow

Domestic

FTE

- Research Fellow
- Clinical Fellow

Non-FTE

- IRTA

Non-paid appointments:

- Guest Researcher
- Special Volunteer
- Courtesy Associates
- Student Volunteers

PROPERTY

Personal Property management at the NIH/NIMH is conducted under the policies and procedures set forth in the NIH Personal Property Management Guide. All equipment and supplies purchased by NIH are the property of the U.S. Government and may not be transferred, removed from the premises, used as trade-in, destroyed, donated, or loaned without proper authorization.

All personal property issues should be addressed to the Property Custodial Officer (PCO) in your area or to the NIMH Property Accountable Officer (PAO). Contacts are available on the NIMH

The Administrative Handbook

PROPERTY (cont.)

intranet.

<https://intranet.nimh.nih.gov/yellowpages/pm-index.htm>

All areas are assigned a Custodial Code. If you do not know this number please contact your PCO, PAO or your area AO (Administrative Officer). This code is to be used on all purchases and equipment transactions.

PROPERTY CATEGORIES

Personal property is either considered Accountable, Non-Accountable, Sensitive and/or Capital.

Accountable: All equipment costing over \$5000. This equipment must be decaled within 5 days after receipt, and carried on the Property Management Information System (PMIS) until final disposition.

Non-Accountable: All equipment costing under \$5000. This equipment must be decaled with a US Government sticker.

Sensitive: This list of equipment is considered highly pilferable and regardless of cost must be decaled within 5 days of receipt and carried on the Property Management Information System until final disposition. The list is subject to change, at the time items include.

Sensitive List:

Blackberry (wireless e-mail),
Cellular Telephone, Computer: Personal,
Computer, Displays, Gamma Counters,
Laboratory Balances, Liquid Scintillation Counter,
Motor Vehicles, Portables, and Laptop,
Printer's Photographic equipment,
Television, VCR,
Weapons, Palm Pilot

Capital: All equipment costing \$25,000 or more. This equipment will have a purple dot on it for identification purposes. This equipment is considered highly pilferable and must be accounted for yearly. Must be decaled within 5 days of receipt and purchase information forwarded to the

The Administrative Handbook

PROPERTY CATEGORIES (cont.)

Institute Property Accountable Officer (PAO) Jason McEntee, NSC Bldg., Rm. 8112, 301-443-3836.

Security: Reasonable security guidelines to protect Government equipment are expected. Lock all doors and cabinets when leaving an area. Place all sensitive equipment in locked areas when not in use. Lock all storage cabinets. There have been considerable thefts at the NIH. In the event of a theft, on campus notify the NIH police; off campus notify the Montgomery County Police, and your Property Custodial Officer and Property Accountable Officer.

Inventory: NIH-wide personal property inventory is conducted annually. All equipment must be made available to the inventory contractors. It is requested that each area assist the inventory teams by having their areas clean, and all cabinets and storage areas open. Items stored on high shelves should be brought down to counter space. Shortages must be accounted for by completing a Report of Survey form HHS-342, obtained through the NIH Electronic Forms database or your Property Accountable Officer and submitted to the PAO for review and submission to the NIMH Board of Survey for appropriate action.

Property Loans, Donations, Passes

Loans: All loans must be pre-approved by the NIH/DPPS. Complete a form NIH-2489-2 Record of Personal Property Loan <http://forms.cit.nih.gov/>. Submit to Property Accountable Officer through your Administrative Officer for appropriate action.

Passes: Equipment to be used at home, at meetings, or for employee exclusive use must be on a valid Property Pass. Contact your Property Accountable Officer for preparation. The supervisor must be the approving official; either the Administrative Officer or Property Accountable Officer will validate your pass.

Donations: Donations to Foreign Countries: NIH-2489-1 Record of Loan/Donation of Personal Property to Foreign Countries needs to be completed and forwarded to the Property Accountable Officer through your Administrative Officer. Justification must include the NIH mission. This approval process takes about 15 days.

Donations to schools and universities: send request memo from the school and a proposed list of donation to Property Accountable Officer through your Administrative Officer. The approval process takes approximately 30 days.

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PROPERTY CATEGORIES (cont.)

Trade In/Warranty Exchange

When equipment is either used as a Trade-In for a like item, or a Warranty Exchange occurs complete the NIH-1872 Request for Trade-In or Exchange of Government-owned Property. Submit this form to your Property Accountable Officer through your Administrative Officer prior to purchase or exchange of equipment.

NOTE: Cannibalization of Government equipment, you must complete form NIH-2741. Request to Cannibalize Personal Property. This also includes all COMPUTER equipment!

DO NOT PLACE EQUIPMENT IN CORRIDORS OR ELEVATOR LOBBIES. All

equipment is the area's responsibility until an NIH Surplus Team completes pick up. You will sign a receipt from the Surplus Team. This receipt is to be forwarded to your Property Custodial Officer available, 301-496-4247.

Property Custodial Officer

Every Lab/Branch/Section/Unit at the NIH is assigned Custodial Codes and a Property Custodial Officer to maintain the databases, and to prepare necessary documentation for all property transactions. A list of all NIMH Custodial Codes and Property Custodial Officer's are available on line.

Forms

All forms are available on-line <http://forms.cit.nih.gov/>. You can retrieve them in PDF or File Maker PRO 5.0.

Property Websites

Electronic Forms:

<http://forms.cit.nih.gov/>

NIMH:

<https://intranet.nimh.nih.gov/yellowpages/pm-index.htm>

Data Warehouse:

<http://www-dw.cit.nih.gov/dw/ica/pproperty.ica>

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SELF-SERVICE STORES

The Division of Logistics Services operates Self-Service Supply Stores in convenient locations. At the stores, employees can purchase office and laboratory supplies for official use. Stores offer small quantity orders of stock items.

Store locations and hours of operation:

Bldg. 10 Self-Service Store - located in Bldg. 10, Rm. B1N-105;

301-496-2051; open 8:00 a.m. - 5:00 p.m. (M-F)

Bldg. 31 Self-Service Store - located in Bldg. 31, Rm. B1A-47;

301-496-4430; open 8:00 a.m. - 5:00 p.m. (M-F)

Executive Plaza South Bldg., Rm. 150A, 301-442-4304, open 9:00 a.m. - 3:45 p.m. (M-F)

Rockledge, Bldg. 2 Rm. 313; 301-593-9810, open 9:00 a.m. - 3:45 p.m. (T-Th)

You can shop at any of the Self-Service Stores if you have a valid Self-Service Charge Card (available from your Administrative Officer) and your NIH ID. Self-Service Store Charge Cards that have been lost or stolen must be reported to the Division of Logistic Services on 301-496-3517. The lost card will be canceled at all Self-Service Stores and will not be honored for future purchases. A new card request must be initiated by your Administrative Officer.

SHIPPING REQUESTS

For information and guidelines for shipment of material from the NIH to foreign or domestic destinations, follow the instructions under Transportation Services

www.olao.od.nih.gov/transportation/ShipmentServices.html. The Shipping Office may be reached at 301-496-5921. Please note that FedEx accounts are for domestic use only. All foreign shipments must be coordinated through NIH Shipping and must be accompanied by form NIH-1884.

TELECOMMUTING

Telecommuting is a voluntary program that enables eligible staff to perform work assignments at an alternate work site with the approval of the supervisor. Assignments must result in a measurable or tangible work product. Supervisors may permit employees to telecommute on a regular schedule or on a less formal basis, where arrangements are episodic, shorter term, and designed to meet special employer or employee needs.

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TELECOMMUTING (cont.)

For more information, please visit the NIMH Telecommuting Program page
<https://intranet.nimh.nih.gov/yellowpages/telecommuting.cfm>

TELEPHONE SERVICE REQUESTS & ORDERS

There are two types of requests that may be used to obtain telephone services: The Telephone Service Request (TSR) and the DELPRO mechanism.

TSR: The TSR is a form used to request telephone equipment and services when no purchase is involved. For example, if you require telephone services (during normal business hours) for a phone that does not ring or for service that does not involve cabling. The TSR form and the Voice Mail Quick Change Request Form are available on the website:

<http://www.cit.nih.gov/dnst/DNSTweb/telephone.html>

DELPRO: The DELPRO mechanism is utilized by administrative staff to purchase telephone services and products. For example, when you need to purchase a phone, when cabling is involved, or other telephone equipment is needed.

Telephone Repair: All NIH users may dial 611 to reach the Trouble Report Desk 24 hours a day. The desk is staffed locally Monday through Friday, except on Federal holidays, from 8 a.m. to 5 p.m. At other times, calls are forwarded to the Verizon Switching Control Center. (Notify your Administrative Officer or the Facilities Program Management Officer for any telecommunications requests associated with a renovation.)

TELECOMMUNICATION REQUESTS

Telecommunication requests are submitted through the ADB system for services after normal business hours, purchase of phone equipment, installation of new lines, or any request involving cabling.

Instructions for utilizing the SSF:

TRANSHARE

The Transhare Subsidy Program is available to all employees classified as Government employees as well as IRTA Fellows, Visiting Fellows and Volunteers who work at least 20 hours or more per week and are scheduled to work more than 120 consecutive calendar days. The NIH Transhare Program will provide up to \$105.00 a month in tax-free subsidies. This subsidy is available to all NIH employees who are willing to surrender their NIH parking permits and/or provide all off-

The Administrative Handbook

TRANSHARE (cont.)

campus parking access card numbers (FASCARD) and sticker numbers. For complete information and application, refer to the Transhare website at: www.nih.gov/od/ors/nih.htm under Transportation Services, or you may call the Employee Transportation Services Office at 301-402-7433 or visit the office in Bldg. 31, Rm. B3B18.

TRAVEL CARD APPLICATION

All full-time government employees who travel more than once a year must have a Government travel card, which is a Visa Credit Card. (Visiting Fellows, IRTAs, and Special Volunteers/Guest Workers are not eligible). Your Administrative Officer (AO) has application forms for you to complete.

Please return the completed form to your AO. The request will be sent to the credit card company that holds the current contract with the Government. The request is usually processed in 3 to 4 weeks. The card will be sent to the requester's home (billing) address. The requester will also receive a PIN application form for the ATM program. The requestor will need to complete this and return it to the responsible credit card company. Their signature on the application indicates that they understand and agree to the terms and conditions of the ATM program. Their PIN will be sent directly to them at their billing address approximately two weeks after the credit card company receives it.

The card is to be used to pay for lodgings, meals, and rental cars while on Government authorized travel. Except in emergency situations it should not be used for airfare. Travel reservations must always be placed with the current authorized Government travel agency and are paid directly by your Lab CAN on the travel order. The travel card should not be used to pay for registration fees. Reservations are paid in advance by the Government IMPAC Card.

Please advise any credit card applicant that they are personally responsible for any charges placed on their card. Any financial problems with these accounts must be addressed to the credit card company directly. Credit card holders need to notify you if they transfer to another ICD or leave NIH. You will then need to notify your AO in order that the necessary steps are taken to update the NIMH file. For more information go to:

<http://odeo.od.nih.gov/showpage.aspx?pageid=110>

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UNIVERSAL X NUMBERS

A Universal Request "X" Number is usually obtained from your Administrative Officer (AO). The approved service activities are indicated on the second page of the request. Printing service choices include:

PCO - Print Copy Center
PDU - Print Duplication
PGR - Print DRG

"X" numbers can be established for multiple activities covering the spectrum of MAPB (Medical Arts and Photography Branch) and RCB services.

A new number will be issued at the beginning of each fiscal year.

VENDOR ALPHA SEARCH (VAS)

The Vendor Alpha Search (VAS) is a way of looking up a company or an individual to assure they are in the ADB system. In order for a company or an individual to be paid by (not NIH Staff) NIH whether by check or electronically, they must have an Employee Identification Number (EIN) in the ADB system. See EIN chapter for further information.

Instructions for utilizing the VAS:

WORK REQUESTS (WR)

Work Requests (WR) are requests entered into the ADB system for renovation of a Lab or Office. If the WR is estimated to be less than \$5,000 or submitted as part of the Lab/Branch budget request at the beginning of the fiscal year, The WR should be entered on the Lab/Branch CAN. If the WR is estimated to be over \$5,000 and was not originally requested as part of the Lab/Branch budget, a request (via e-mail) to have this paid centrally may be made to the Scientific Director, NIMH.

Instructions for Entering a WR: